## Microsoft Unified

# **Designated Engineering**

Pre-packaged services that focus on a single workload delivered with expert advisory over the course of a few months

## **Employee Experience**

### Keep your employees connected to help them do their best work

With hybrid and remote work, it's important to keep your employees connected. Microsoft Viva, our employee experience platform, allows you to help people and teams do their best work using the technology and experiences they rely on every day to connect, collaborate, and get work done from anywhere.

### Business focus

#### **Viva Connections**

Promote communication across the workplace from a central location.

#### Viva Engage

Improve productivity and engagement by empowering teams to be their best from anywhere.

### Drive outcomes

#### **Your priorities**

**Increase awareness** of Microsoft Viva functionality among different departments like change management, learning and development, and IT.

Seamlessly share information through a hybrid work model.

**Improve and modernize** communication, engagement, and learning methods.

#### **Viva Topics**

Expedite learning, connections, and innovation by making information easier to find.

#### Viva Learning

Drive learning within your organization by making it a natural part of the day.

#### **Outcomes we deliver**

**Develop a plan** to leverage Microsoft Viva within your organization.

Maximize your ability to inform, engage, and connect with your organization by creating a hybrid and modern workspace.

**Enhance productivity** and engagement by bringing communication, knowledge, learning, and insights into an integrated experience.

### Overview of services

#### On-demand assessment— Microsoft 365 SharePoint: Remote engineer

Assess your Microsoft 365 tenant readiness for Viva implementation against Microsoft recommended practices.

#### WorkshopPLUS—Journey to Microsoft Viva Topics

Gain knowledge of Microsoft Viva Topics and the underlying Al processes involved in order to successfully configure and administer Microsoft Viva Topics within your organization.

## Activate—Viva Connections and modern intranets

Learn key concepts that will be a starting point for your digital transformation to modern workplace solutions development using Microsoft 365 capabilities.



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## **Viva Glint Customer Experience and Deployment**

# Strategic guidance and support to deploy Viva Glint, launch surveys, and optimize the platform

Drive business success and understand the voice of the employee with Viva Glint. Collaborate with Viva Glint Customer Experience experts to configure the platform for technical success, launch surveys that generate insights and inspire action, and improve internal capabilities that maximize your investment in the platform.



### **Business focus**

#### Deploy Viva Glint, launch surveys, and optimize the platform

Deploy and optimize Viva Glint to improve employee engagement and gain quick, insightful employee feedback to inform decisions and drive business outcomes.

Configure and launch your Viva Glint survey programs across your organization.

#### **Drive outcomes**

Your priorities	Outcomes we deliver
<b>Receiving support</b> from Viva Glint experts to efficiently launch surveys.	<b>Support to deploy</b> Viva Glint surveys (2 or 5 <sup>1</sup> ) that are confidential and accessible across all devices, regions, and abilities.
<b>Preparing and managing</b> your data to ensure your Viva Glint reporting reflects your organizational structure.	<b>Guidance to improve</b> technical efficiency through better data management and platform optimization.
<b>Providing quick and easy</b> availability of employee feedback to facilitate better engaged managers, HR leaders, and senior executives.	<b>Implementation of Viva Glint</b> features designed to surface insights, find focus, and drive change through managers and teams.

<sup>1</sup>Depending on level of investment

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## **Overview** of services

Description of services that can be included in your Designated Engineering package

Your Microsoft account team will assess your organization's business and technology goals and design a specific package of services tailored to your needs.

### Assess and guide

#### Viva Glint Survey Advisory & Adoption

Help your organization with strategic support, program management, platform optimization, best practices and coaching. Work closely with a Customer Experience Program Manager to successfully execute on your People Success programs.

### Configure and deploy

#### Viva Glint Deployment and Initial Two Survey Launches

Gain help with the deployment and launch of two surveys on Viva Glint. A Solutions Architect will support your organization in configuring and launching your initial Viva Glint programs with best practices tailored to your organization's needs. Support is provided for up to four weeks after each survey close.

#### Viva Glint Next Three Survey Launches

Get help with the launch of three additional surveys on Viva Glint. A Solutions Architect will support your organization in configuring and launching your Viva Glint surveys with best practices tailored to your organization's needs.

## Optimize

#### **Viva Glint Post Survey Platform Optimization**

Get help with optimal platform utilization based on your specific organizational needs.

- Platform optimization may include the following:
- Retroactive data or hierarchy updates following a survey launch.
- Updated attribute values, used when attribute values were entered incorrectly (misspelled) or if there are full changes in attributes such as new divisions that are being consolidated.
- Discovery around your technical support need and execution for up to four weeks after survey close.

#### Viva Glint Platform Optimization – Additional Support

Get help with one additional day of platform optimization support beyond the post-survey platform optimization included in the Customer Experience and Deployment DE package based on your specific organizational needs. Platform optimization may include the following:

- Retroactive data or hierarchy updates following a survey launch.
- Updated attribute values, used when attribute values if there is misspellings or significant changes such as consolidating new divisions.
- Advisory or management for historical imports.



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## Viva Glint Customer Experience Foundations

#### Foundational support to help you get started with your first Viva Glint survey program

Drive business success and understand the voice of the employee with Viva Glint. Receive guidance from Viva Glint experts to get you started with your first survey, prepare you to launch surveys that generate insights and inspire action, and improve internal capabilities that maximize your investment in the platform.



#### Business focus

#### Get started with Viva Glint

Improve employee engagement and gain quick, insightful employee feedback to inform decisions and drive business outcomes.

Prepare to configure and launch your first Viva Glint employee survey program across your organization.



### Your priorities

Preparing your survey administrator to launch<br/>your first Viva Glint employee survey.Guidar<br/>get you

**Understanding best practices** and avoiding common pitfalls related to a first survey launch.

Managing your data to ensure your Viva Glint reporting reflects your organizational structure.

#### Outcomes we deliver

**Guidance on platform** features and capabilities to get you ready to launch your survey program.

**Strategic guidance** and best practices to ensure a successful survey launch.

**Technical guidance** to help you set up and manage your data in preparation for your first survey.

### Overview of services

#### **First Survey Advisory**

Guidance to help you launch your first survey and utilize proven features to maximize your investment.

#### **Technical Workshop**

Technical guidance to help you prepare and manage your data (e.g., setting up automated imports of employee data, preparing employee attributes).



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## **Viva Glint People Science Consulting**

# Transform employee engagement through data and insights and drive behavioral change to reach organizational goals

Partner with a People Science Consultant to build a Viva Glint survey program and glean insights that improve employee engagement and business success. Using science-backed research, a people-centric perspective, and a deep understanding of customer needs, Viva Glint People Science Consultants enable your people to bring their best selves to work to do their best work.

### Business focus

# Create an agile employee listening program to improve engagement and performance

Develop a vision and strategy for employee listening using the latest People Science to measure and analyze employee feedback, educate and inspire executives, and focus on the highest priority issues to increase employee engagement and drive change across your organization.

## Drive outcomes

#### **Your priorities**

**Define a vision** and overarching strategy for employee listening and people success.

**Design a modern survey** program that delivers on your employee experience and business priorities.

**Focus executives** on the most important insights to inspire change.

#### **Outcomes we deliver**

**Collaboration on vision** and strategy for driving people success tailored to your organizational context.

**Expertly designed** agile listening programs backed by validated content and fine-tuned for your organization and culture.

**Focused and actionable** insights that inspire executive and manager action and set the tone for ongoing change and improved engagement.

**Enablement to launch** your own Viva Glint survey program.

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#### **Discover and design**

#### Viva Glint Vision and Strategy, Program Design

Get help defining a vision for employee experience and people success, and build a strategy and program design for how Viva Glint will help to bring it to life through soliciting critical employee feedback.



#### Viva Glint Customer Experience Workshop

Get a customer experience workshop led by a Customer Experience Program Manager to provide you with best practice guidance to help you build your survey launch plan and understand product capabilities. Advisory support will also be provided during the period leading up to your Viva Glint survey and will conclude after your initial survey administration period.

## Get insights, take action

#### **Viva Glint Two Executive Consultations**

Get the delivery of two executive-level consultations led by a people science consultant that will include Viva Glint survey insights and recommendations for your executive team to help drive change.

#### Viva Glint One Executive Consultation – Additional Support

Get help with one additional executive consultation beyond the initial two included in the People Science Consulting DE package. Up to two of these may be purchased for a total of four possible Executive Consultations.